

JOB OPPORTUNITY

Franchise Tax Board is an equal employment opportunity employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

☒ Permanent Full-time ☐ Permanent Intermittent ☐ Limited-term (Temporary) Length ____ ☐ Formal Training and Development Assignment

Position Title: Analyst

Classification: Ass. Operations Specialist/
Staff Operations Specialist

Location Central Office

Section/Unit: WSCS/767

Salary Range: Per Classification

Number of Vacancies: 2-3

Job Description: (includes typical duties)

Under the general supervision of the Administrator I, Withholding Services and Compliance Section, the individual is part of the Education and Outreach Team. Your responsibilities include participating in the planning and development of team activities that involves developing and presenting educational and outreach material to our internal and external stakeholders. You are responsible for a challenging assignment that necessitates the establishment/maintenance of productive working relationships with individual at all levels in and out of state service. In addition, you are required to reason logically and analyze complex situations in order to apply the tax laws in a fair and impartial manner. Normally you duties will be performed with minimal direction and control.

Required Knowledge, Skills, Abilities:

Excellent and verbal and written communication skills
Strong public speaking skills
Excellent analytical and ability to think creatively
Ability to successfully manage multiple tasks
Excellent work ethic, including attendance and dependability
Ability to work well independently and in a team environment
Overnight travel is occasionally required
Knowledgeable with Word and Excel software applications

Desirable Experience/Qualifications:

Experience documenting procedures and workflow processes
Experience writing issue papers and reposts
Willingness to learn and thrive in environment of change
Knowledge of the Non Resident withholding program

Mail or hand deliver your application by: Thursday, June 21, 2007

Contact Person: Sylvia Cuenca

Telephone Number: (916)845-6981

Address/Room Number: Exam Unit, PO Box 550, Sacramento CA 95812-0550 Attn: Exams (Sylvia Cuenca)

Special Instruction: **FTB Employees Hand Deliver or Route To** Sylvia Cuenca **at M/S** F-185

To be considered for this Job Opportunity, applicants must have permanent civil service status, be reachable on an employment list, or have reinstatement eligibility. **Applications will be screened and only the most qualified applicants will be interviewed.**

All applicants not currently employed with the Franchise Tax Board will be subject to a pre-employment background investigation. The investigation will consist of completion of a pre-employment questionnaire, fingerprinting, and an inquiry to the Department of Justice to disclose criminal records.

TDD is Telecommunications Device for the Deaf and is reachable only from telephones equipped with a TDD device.
The California Relay Service telephone numbers are: (from TDD Phone) (800) 735-2929; (from Voice Phone) (800) 735-2922.